STATE STUDENT ASSISTANCE COMMISSION OF INDIANA
2006-2007
RECONCILIATION PROCESSING SCHEDULE


**MEMORANDUM**

**To:**     Financial Aid Offices

**From:**   State Student Assistance Commission

**About:**  Processing schedule for 2006-07

**Date:**   June 16, 2006

Dear Colleague,

This is the reconciliation processing schedule for the upcoming 2006-07 year. The dates for the starting and ending of terms are substantially the same as last year with obvious changes. One date must be specially noted: **the last day to reconcile any and every state award for the 2006-07 year is Wednesday May 23, 2007.** Moreover, all **summer calendar 2006 CDV/CVO fee remission reconciliations at public colleges must be completed between Friday July 14th and Wednesday October 4th, 2006.**

The schools associated with each schedule type (calendar, semester, trimester/quarter) are listed in the table on the next page. Please check the schedule type you have been assigned. It is that schedule you must follow. SSACI and only SSACI can determine which of the schedules you must follow. If you think you should be on a different processing schedule, contact us immediately.

**To make sure that you don't miss any deadlines, it would be wise to transfer the dates on the last page to your personal and office calendar and to post them in your office.**

The deadlines apply to **all reconciliations** for Frank O'Bannon, Twenty-first, National Guard, CDV/CVO, NMT, Part-time et cetera using RECN and FRBI files. Please note that the deadlines will be strictly adhered to. There will be no exceptions. The schedules are written to give you a great deal of time to do reconciliation for every term. Plan ahead so that you leave enough time in the cycles to fix any rejected records. **Once the deadline is passed, we will not process any records for that term for any reason**. But we will expect you to use institutional funds to pay awards you failed to claim, and we will so tell students and parents.

As usual the *Application* file cycle (APPL), which begins in mid-February, will end around July 1 when awards are created and the *Notification* file cycle (NOTF) begins. The *Reconciliation* file cycle (RECN/FRBI) will begin and the NOTF cycle will end for calendar schools around mid-July and for non-calendar schools, mid-September.

If you have questions about the schedule, feel free to contact us.

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## Processing Schedule Type by School

SSACI classifies schools as *calendar*, *semester,* or *trimester/quarter* schools depending on when their academic year begins and how often students can register for classes during the year. Schools classified as *trimester/quarter* and *semester* have starting and ending times that more or less mirror traditional academic years that begin in August/September and end in May/June with the year broken up into two, three, or four equal terms. Quarter schools often have one quarter for summer school, which is not covered by SSACI need-based grants; hence they in effect have three quarters and are classified with trimester schools. *Calendar* schools, on the other hand, start new regular sessions throughout the year and a student might receive a grant for terms that start and end at different points in the academic year. Calendar schools are one of two types: a school that reconciles (a) for three out of four terms or (b) for two semester-like terms. The following table summarizes the awards for the school types.

| | |
|---|---|
| **Semester school** | **Two term awards reconciled in each of two terms** |
| **Trimester/Quarter school** | **Three term awards reconciled in each of three terms** |
| **Calendar school type (a)** | **Three term awards reconciled in three of four terms** |
| **Calendar school type (b)** | **Two term awards reconciled in each of two terms** |

The following is the list of processing schedule types by school. *Unless a campus is separately listed, all campuses of a system have the same schedule.*

### Calendar

Aviation Institute of Maintenance (a)
Brown Mackie College (a)
ITT Technical Institute (a)
Lincoln Technical Institute (b)*
Professional Careers Institute (b)*
Sawyer College (a)
  *Early start semester-based with two term awards

### Semester

Ancilla College
Anderson University
Ball Memorial Hosp School of Radiologic Tech
Ball State University
Bethel College
Butler University
Calumet College of St Joseph's
Crossroads Bible College
Davenport University
DePauw University
Earlham College
Franklin College
Goshen College
Grace College
Hanover College
Holy Cross College
Huntington College
Indiana Institute of Technology
Indiana State University
Indiana University
Indiana Wesleyan University

### Semester, continued

International Business College
Ivy Tech State College
Manchester College
Marian College
Martin University
Northern Kentucky University
Oakland City University
Purdue University
St Elizabeth's School of Nursing
St Joseph's College
St Mary-Of-The-Woods College
St Mary's College
Taylor University
Tri-State University Main
University of Evansville
University of Indianapolis
University of Notre Dame
University of Southern Indiana
University of St Francis
Valparaiso University
Vincennes University
Wabash College

### Trimester/Quarter

Art Institute of Indianapolis, The
Cincinnati State Technical College
Indiana Business College
Rose-Hulman Institute of Technology
Tri-State University Branch
University of Cincinnati

**Incoming File Processing Schedules**
**All Schools for APPL/NOTF/RECN/REJT/RUPD/FRBI/FRPD Files**

During the <u>usual</u> term cycle SSACI will:
> Get files from iXchange on Wednesday at 11 PM
> Process files on Thursday
> Put new files to iXchange by noon Friday
> (NOTE: APPL files are put on iXchange only on Mondays)

During <u>intensive processing</u> cycle when SSACI processes files twice a week for the <u>end-of-the-term</u> and <u>end-of-the-year</u> (the cycle begins 2 weeks before the last date to send a term file) we will:
> Get (RECN/FRBI) files from iXchange on Monday and Wednesday at 11 PM
> Process files on Tuesday and Thursday
> Put new files to iXchange by noon Wednesday and Friday
> (NOTE: APPL files are put on iXchange only on Mondays. Intensive processing does not apply to APPL or NOTF files.)

SSACI will timely announce variants of this schedule when the situation demands it.

**Tips for Processing**

1.	Do not forget that the "last call" date is just that. It is the last date for which we will accept a file for processing. Any mistakes made in that file cannot be corrected. The RECN and FRPD files generated after the last file are for information only: they will tell which awards have been paid and which have not. And remember that an award lost is just that: an award lost. We of course expect that if you make an error and fail to claim a student award, you will hold the student harmless and pay the award from your own funds.

2.	During the school year check and check again to see if you have reject files: APRJ, NORJ, and REJT, and check for reject reason codes in the records of the FRPD file.

3.	Start your "final" reconciliation (RECN or FRBI) at least two (2) cycles before the final due date. That will give you plenty of time to correct mistakes and check, check, and recheck that you are claiming all the awards you should, and that you have refunded all the awards you should. Don't wait until the last minute. Reconcile early, reconcile often! And don't forget that clearing WAITs (e.g., PJs) is a two-cycle process: the WAIT is cleared in one file and the award reconciled in the next file.

4.	Err on the side of caution. If you are not sure of a student's status by the "last call" date, reconcile the award and if need be refund it in the first new term file. Of course, we would prefer that everything be done perfectly–that you know everything there is to know about students and can correctly reconcile their awards the first time and early in the term besides. Such a place is no doubt somewhere over the rainbow.

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**Start and End Dates**

In the following tables of processing schedules by school type,
    **Start** is the *Friday* date of **first** reconciliation file for that term; and
    **End** is the *Wednesday* date to submit the **last** reconciliation file for that term.

Note well that no reconciliation can be done for a term after the end date even if there are errors in your final term (or end of year) RECN or FRBI file.

Reconciliation options are,
    **Calendar** schools can reconcile for any three of four terms in the year but only for three, except for early-start semester schools with only two awards per year;
    **Semester** schools can reconcile for both terms in the year; and
    **Trimester/quarter** schools can reconcile for all three terms in the year.

The last term end reconciliation date, which closes out the year, is set so as to enable schools to complete all refunds for the year using the **RECN** and **FRBI** files before the close of SSACI's fiscal year, which can be anywhere between about June 8th and June 15th, 2007

**SPECIAL CDV/CVO DATE:** All summer CDV/CVO fee remission reconciliations at public colleges must be completed between Friday July 14th and Wednesday October 4th, 2006

| Calendar Schools 2006-07 | | |
|---|---|---|
| **Term** | **Start** (Friday) | **End** (Wednesday) |
| 1 | July 14 (Semester 1)* | September 6 |
| 2 | September 15 | November 15 (Semester 1)* |
| 3 | November 24** (Semester 2)* | February 21 |
| 4 | March 2 | May 23 (Semester 2)* |

| Semester Schools 2006-07 | | |
|---|---|---|
| **Term** | **Start** (Friday) | **End** (Wednesday) |
| 1 | September 15 | December 20 |
| 2 | January 5 | May 23 |

| Trimester/Quarter Schools 2006-07 | | |
|---|---|---|
| **Term** | **Start** (Friday) | **End** (Wednesday) |
| 1 | September 15 | November 15 |
| 2 | November 24** | February 21 |
| 3 | March 2 | May 23 |

\*     Semester calendar school start and end: see processing schedule types by school list
\*\*     This date may be shifted to Monday, November 27th.